NSW GOVERNMENT
Communities & Justice

NSW Restrictive Practices Authorisation System
User Guide

Part 6: Dashboard and Reports

Version 4.0

Version Number	Updated By Description	Date of Update
4.0	Central Restrictive Practices Team *Update in line with System upgrade*	October 2020
3.0	Central Restrictive Practices Team *Update in line with System upgrade*	11/07/2019
2.0	Central Restrictive Practices Team *Update in line with System upgrade*	11/01/2019
1.0	Central Restrictive Practices Team *Release*	13/11/2018

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1. Purpose of the User Guide

1.1 Introduction

The Restrictive Practices Authorisation (RPA) User Guide (the User Guide) has been developed to assist NDIS Registered Service Providers (Service Providers) and Behaviour Support Practitioners (Practitioners) navigate the NSW (DCJ) RPA System (the System) in order to implement and comply with the RPA Policy and Procedural Guide. The User Guide aims to provide the link between policy and practice.

The NSW Restrictive Practices Authorisation System User Guide ***Part 6: Dashboard and Reports*** takes users through the functions of the Dashboard, and explains how to download reports with data specific to your Organisation from the System.

The User Guide has been updated and divided into 6 parts to allow users easier access to information. Each part is related to specific steps within the RPA System, therefore ***Part 6: Dashboard and Reports*** should be read in conjunction with Parts 1 - 5 (see the following page).

This User Guide will be progressively updated as additional functions are added to the System.

Throughout the User Guide,

BEST PRACTICE SUGGESTIONS

have been included that your organisation may wish to use when establishing RPA processes.

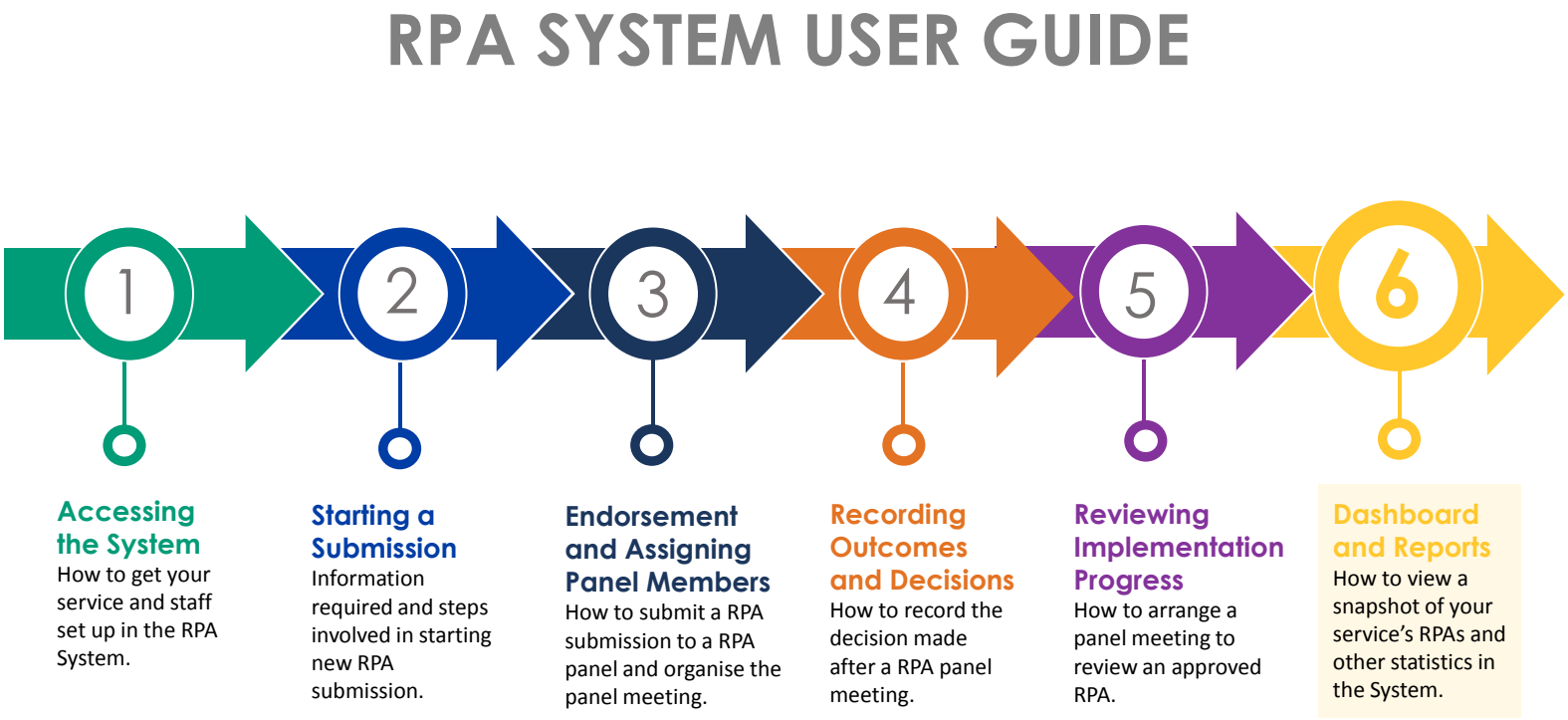
Quick Reference Guides

Quick Reference Guides are highlighted throughout the guide.

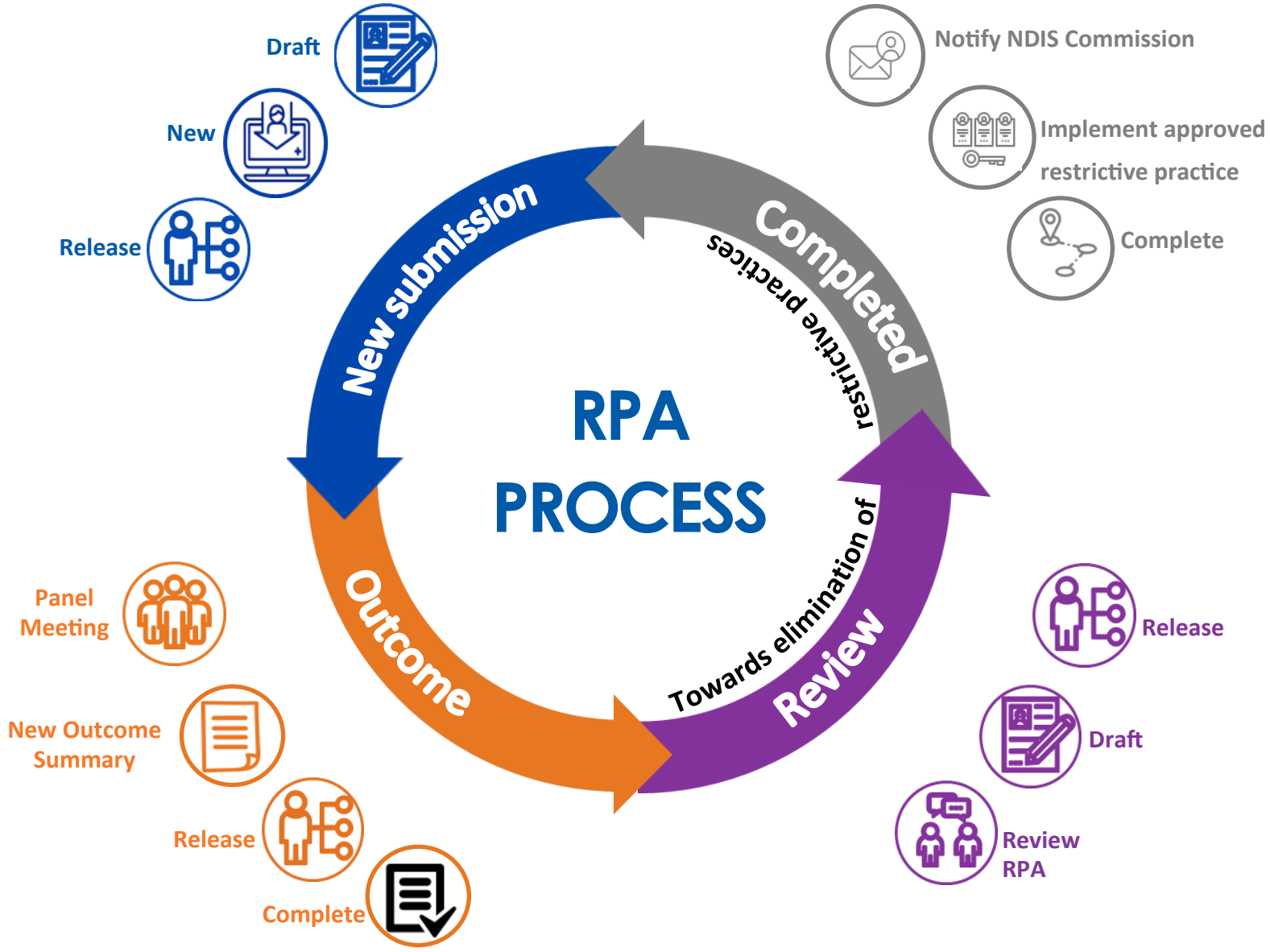
They can be found in the System under the Help menu.

1.2 How to use the User Guide

The RPA System User Guide has been divided into the following Parts:



1.3 Authorisation Process Map



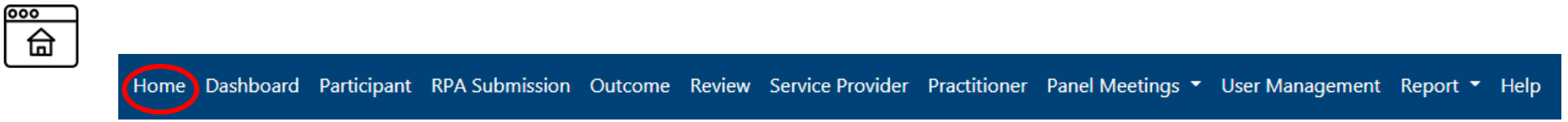
2. The Dashboard

The Dashboard has been developed to provide summary information and key metrics regarding restrictive practices entered in the RPA System for each Service Provider.

There are several ways to navigate to the Dashboard within the RPA System - via the Home page and through the Dashboard tab in the Menu bar.

2.1 Navigating to the Dashboard via the Home page

When you log into the RPA System you will automatically be taken to the Home page:

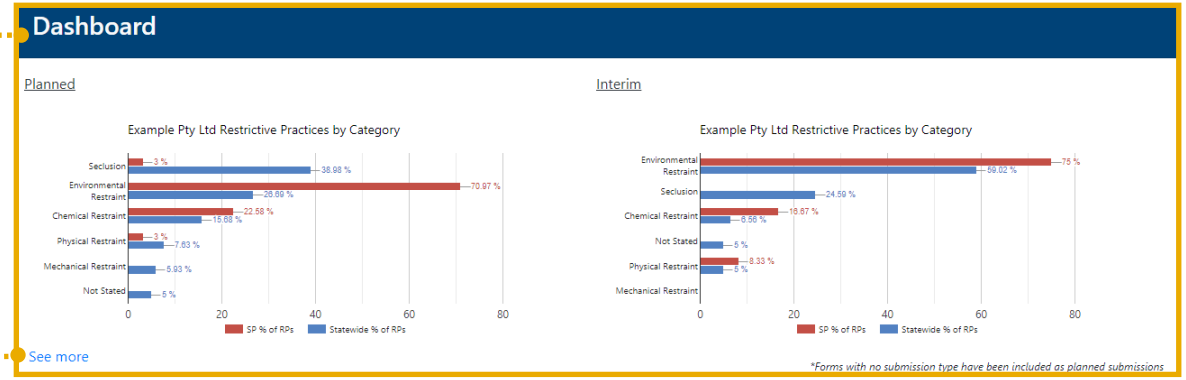


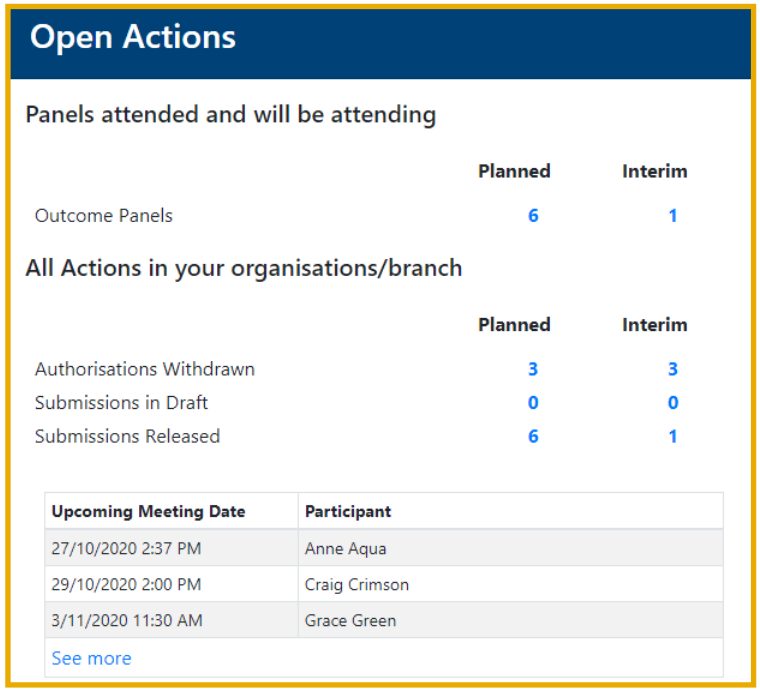
DCJ Independent Specialists and Practitioners do not have access to the Dashboard.

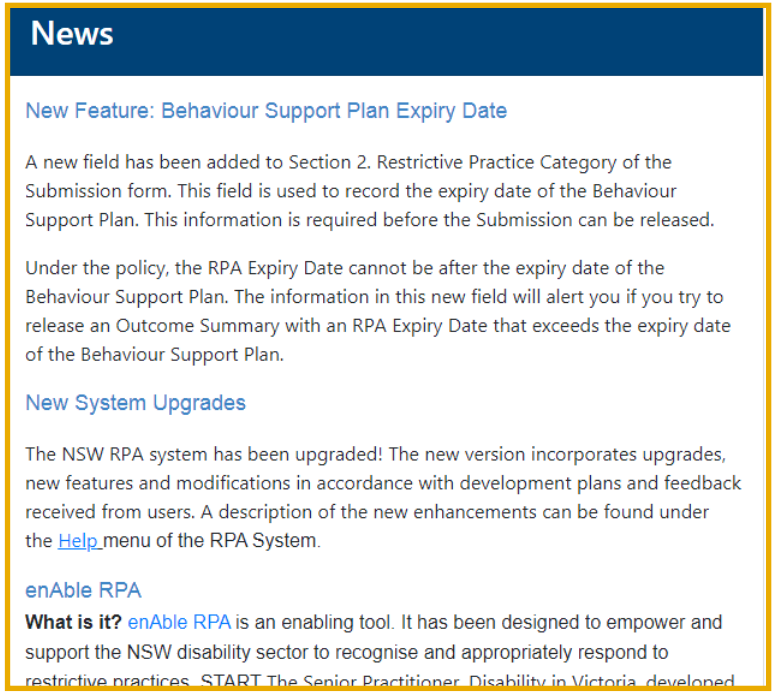
They have access to the Home page only.

From the Home Page you will be able to view:

Clicking *Dashboard* or *See More* will take you to the Dashboard page







➔ *Refer to **User Guide Part 1: Accessing the System** for details on how to navigate the Home Page.*

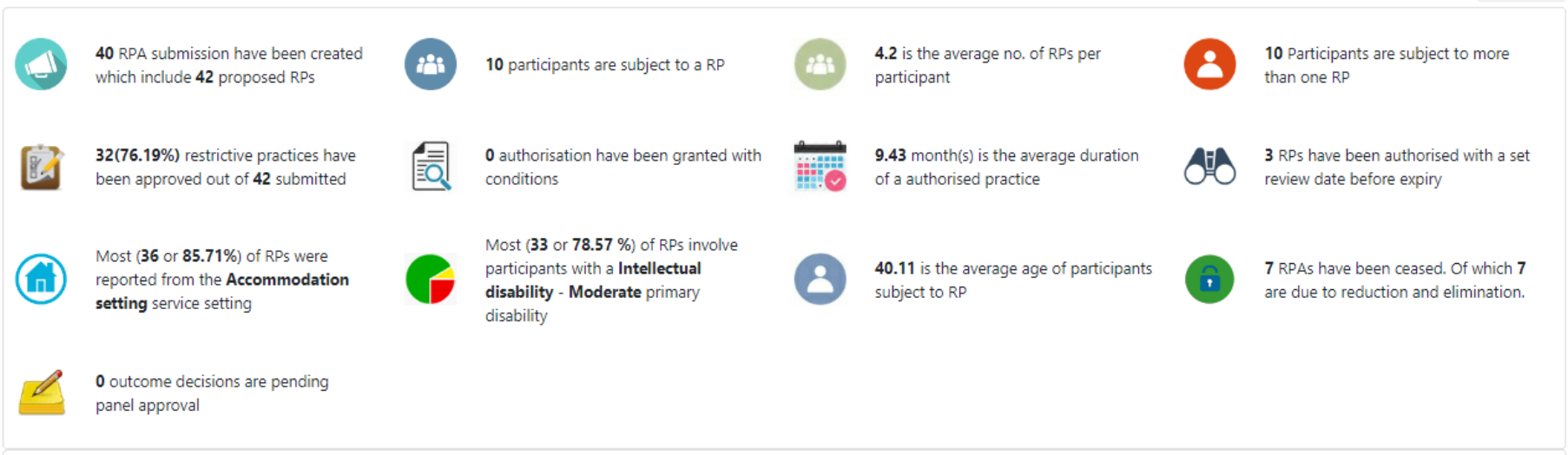
2.2 Navigating to the Dashboard via the Menu Bar

Click on the Dashboard tab in the Menu Bar to access the Dashboard information.

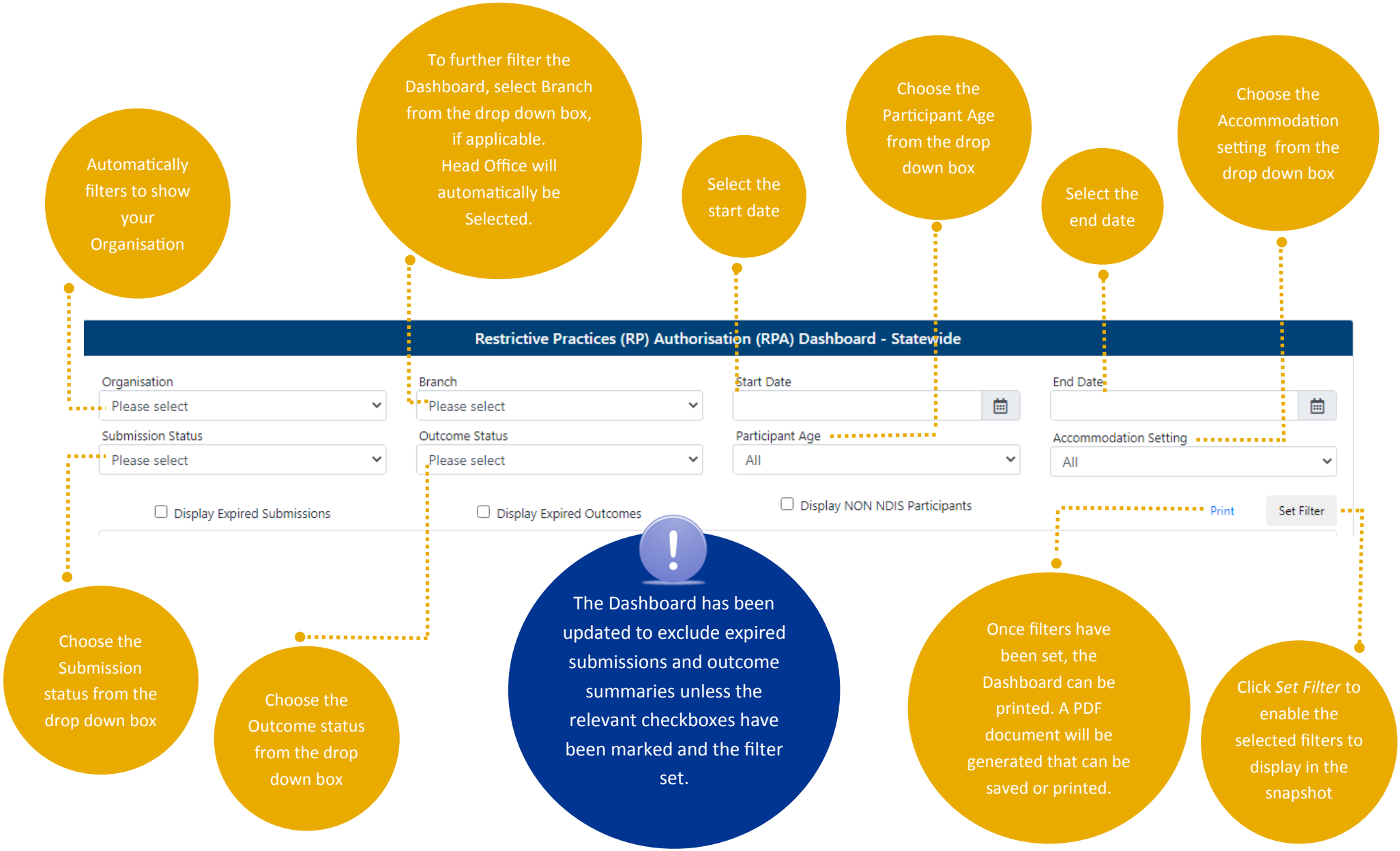
The Dashboard page will open with a summary of information for your Organisation, including:

- a snapshot of all Submissions and the status in the System, and
- the overall RPA Submissions for Planned and Interim Restrictive Practices.

2.2.1 Snapshot of Key Metrics



3. To change Dashboard Filters



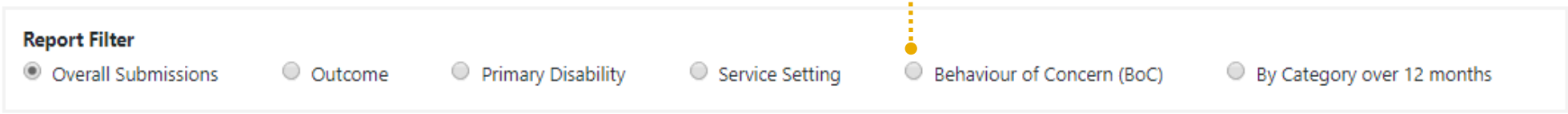
4. Changing the Report Filter

Scroll down to Report Filter.

This section of the Dashboard provides extra filters which enable you to obtain further detailed data on Submissions for your Organisation.

The Dashboard opens with *overall RPA Submissions for Planned and Interim Restrictive Practices* preselected.

To change the Report Filter, click on the circle next to the report required.

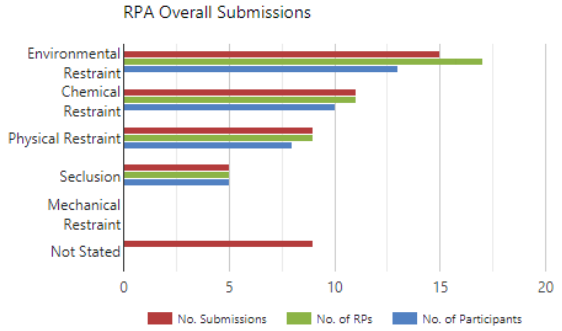


For further detail on each report filter, refer to the following pages.

4.1 Overall Submissions

The RPA Overall Submissions graph provides you with a view of Submissions, Restrictive Practices, Participants by category for both Planned and Interim Submissions for your Organisation.

Planned



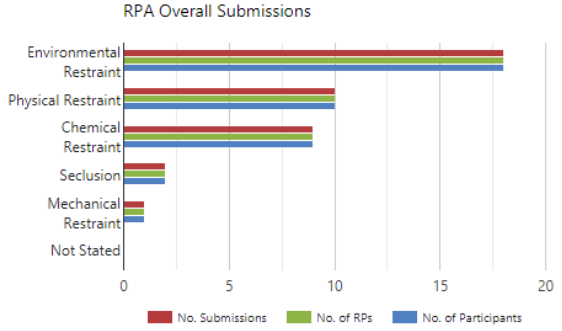
Submission Category	No. Submissions	No. of RPs	No. of Participants
Environmental Restraint	15	17	13
Chemical Restraint	11	11	10
Physical Restraint	9	9	8
Seclusion	5	5	5
Mechanical Restraint	0	0	0
Not Stated	9	0	0
Overall	32	42	20

*Forms with no submission type have been included as planned submissions

Total number of Submis-

Total number of Restrictive Practices in those Submissions

Interim



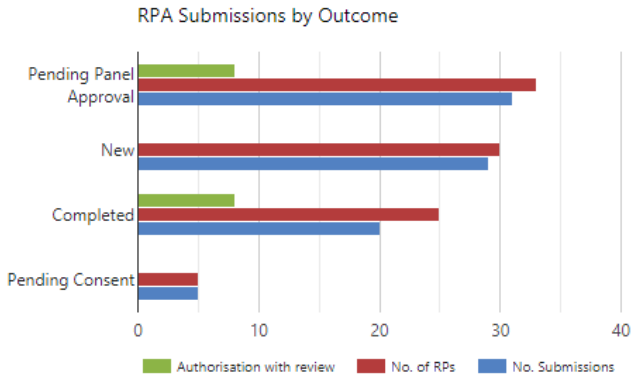
Submission Category	No. Submissions	No. of RPs	No. of Participants
Environmental Restraint	18	18	18
Physical Restraint	10	10	10
Chemical Restraint	9	9	9
Seclusion	2	2	2
Mechanical Restraint	1	1	1
Not Stated	0	0	0
Overall	28	40	28

Number of Participants by category.

4.2 Number of Outcomes by Status

The RPA Submissions by Outcome graph shows a comparison between the number of Authorisations with Reviews, Restrictive Practices and Submissions for both Planned and Interim Submissions for your Organisation.

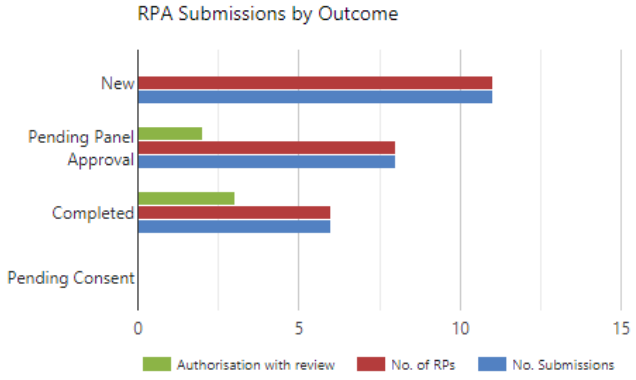
Planned



Outcome Status	Authorisation with review	No. of RPs	No. Submissions
Pending Panel Approval	8	33	31
New	0	30	29
Completed	8	25	20
Pending Consent	0	5	5
Overall	16	93	78

**Forms with no submission type have been included as planned submissions*

Interim



Outcome Status	Authorisation with review	No. of RPs	No. Submissions
New	0	11	11
Pending Panel Approval	2	8	8
Completed	3	6	
Pending Consent	0	0	
Overall	5	25	

Outcomes approved by the RPA Panel with a Review required within the RPA lifespan.

4.3 Further Reports

The following reports provide data from information entered when either adding a participant in the RPA System or from each Submission:

- Behaviour of Concern (BoC)
- Primary Disability
- Service Setting

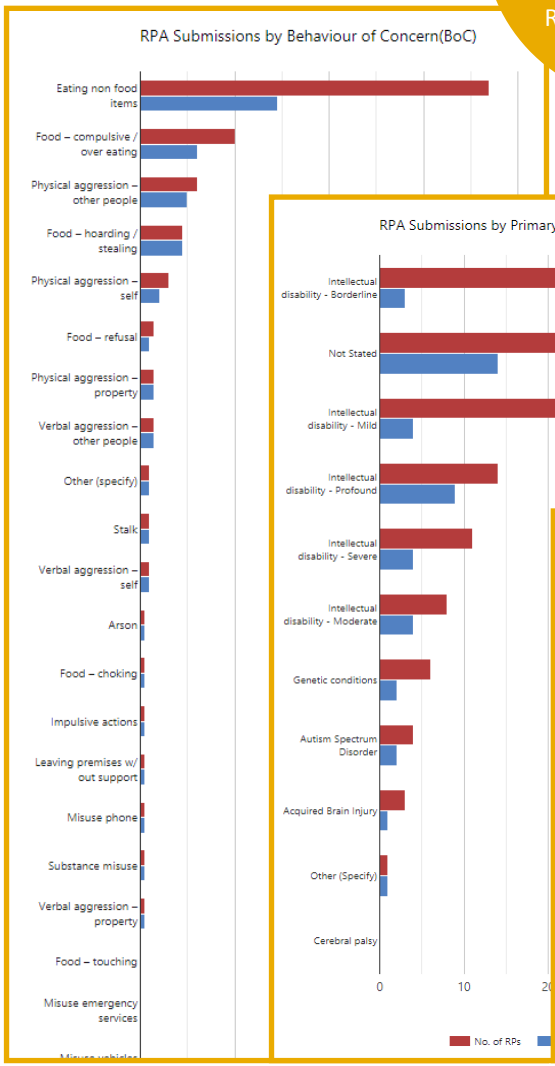
➔ For information re: how to enter information into the RPA System for the above, refer to ***User Guide Part 2: Starting a Submission***

Behaviour of Concern	No. of RPs	No. of Participants
Eating non food items	74	29
Food – compulsive / over eating	20	12
Physical aggression – other people	12	10
Food – hoarding / stealing	9	9
Physical aggression – self	6	4
Food – refusal	3	2
Physical aggression – property	3	3
Verbal aggression – other people	3	3
Other (specify)	2	2
Stalk	2	
Verbal aggression – self	2	
Arson	1	
Food – choking	1	
Impulsive actions	1	
Leaving premises w/out support	1	
Misuse phone	1	
Substance misuse	1	
Verbal aggression – property	1	
Food – touching	0	
Misuse emergency services	0	
Misuse vehicles	0	
Not Stated	0	
Physical aggression – other (specify)	0	
Refusal to do things	0	
Repetitive or unusual habits	0	0
Sexually inappropriate behaviour	0	0
Theft	0	0
Verbal aggression – other (specify)	0	0
Overall	128	43

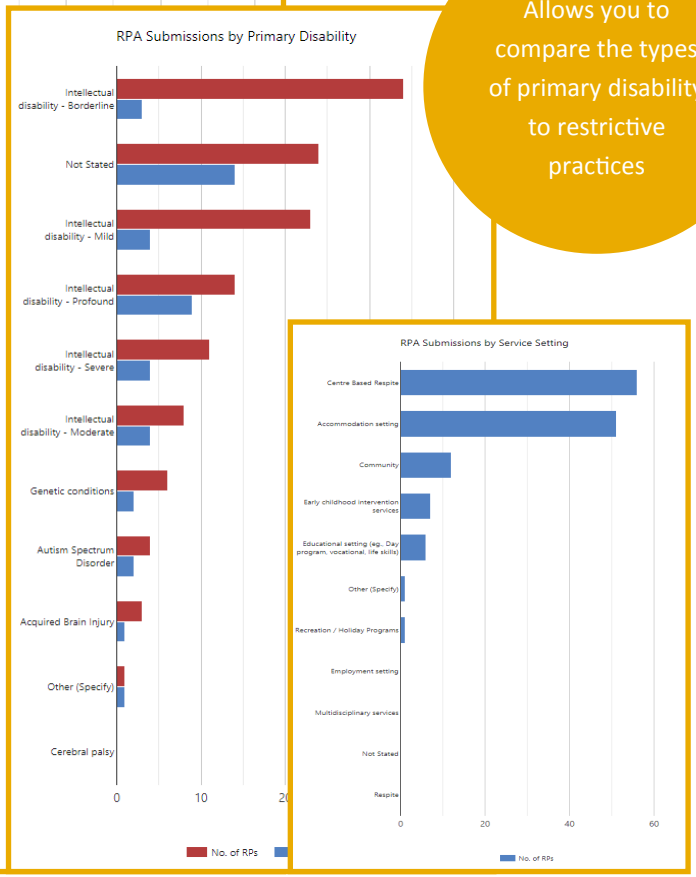
Primary Disability	No. of RPs	No. of participants
Intellectual disability - Borderline	34	3
Not Stated	24	14
Intellectual disability - Mild	23	4
Intellectual disability - Profound	14	9
Intellectual disability - Severe	11	4
Intellectual disability - Moderate		
Genetic conditions		
Autism Spectrum Disorder		
Acquired Brain Injury		
Other (Specify)		
Cerebral palsy		
Overall		

Service Setting	No. of RPs
Centre Based Respite	56
Accommodation setting	51
Community	12
Early childhood intervention services	7
Educational setting (eg., Day program, vocational, life skills)	6
Other (Specify)	1
Recreation / Holiday Programs	1
Employment setting	0
Multidisciplinary services	0
Not Stated	0
Respite	0
Overall	128

Assists your Organisation to identify the types of targeted BoC with Restrictive Practices



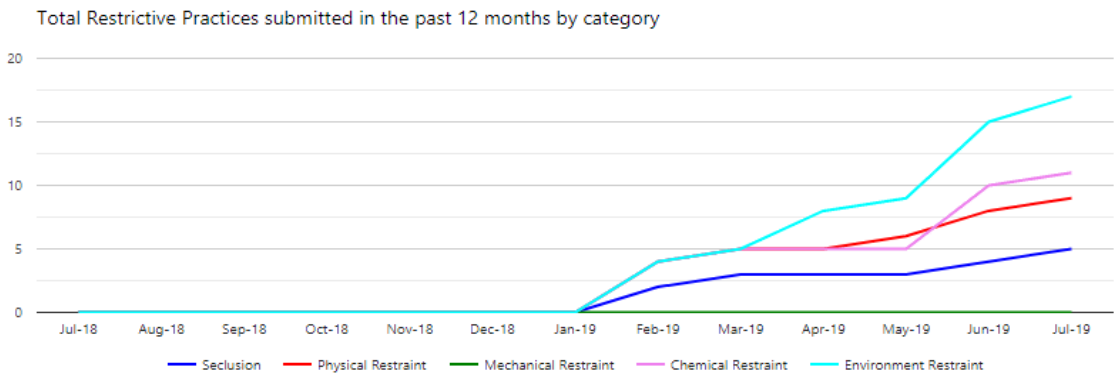
Allows you to compare the types of primary disability to restrictive practices



4.4 By Category over 12 months

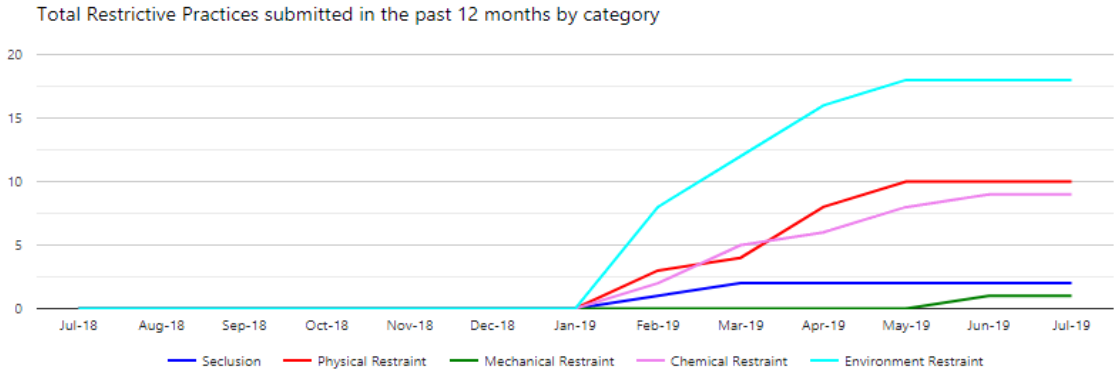
The below graphs provide a 12 month comparison of all Restrictive Practices across your Organisation by category.

Planned



**Forms with no submission type have been included as planned submissions*

Interim

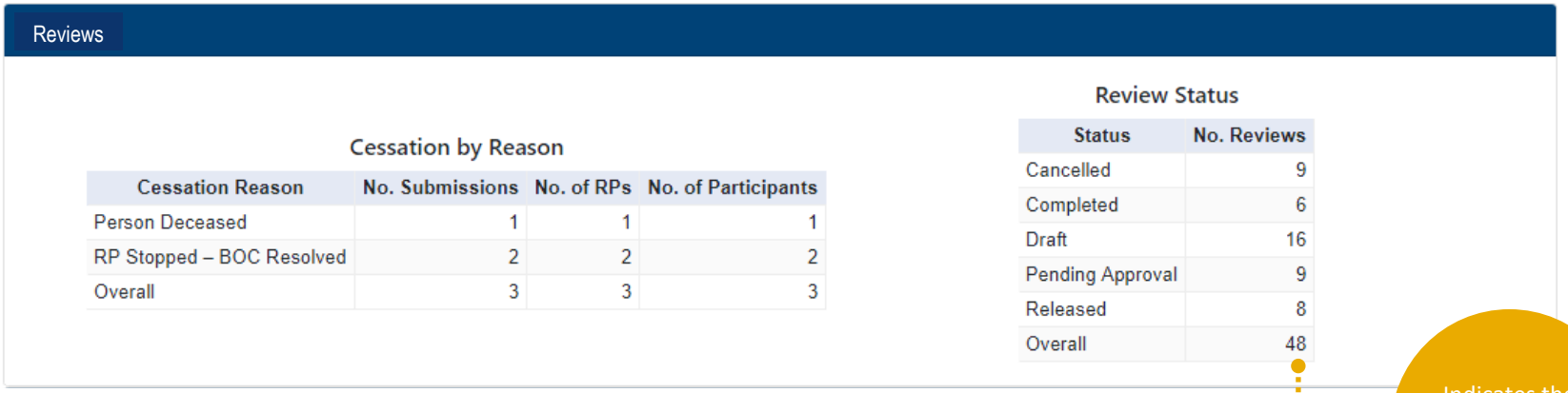


4.4 By Category over 12 months *(continued)*

The information below allows you to view the number of restrictive practice's that have been ceased for your Organisation.

➔ Refer to ***User Guide Part 5: Reviewing Implementation Progress*** to find information on how to cease a practice.

A Review has been identified by a Panel as required within the Authorisation lifespan;
or
by the Service Provider if the restrictive practice requires a review or is to be ceased.



Indicates the progress of Reviews.

4.4 By Category over 12 months *(continued)*

The information below allows you to view the number of restrictive practices by the age and gender of the participants in your Organisation. You can also view a breakdown of the number of RPA Panels by month, and the number of RPA Panels attended by a DCJ Independent Specialist

RPs by Age

Primary Disability	Under 18 years	18 years and over
Intellectual disability - Moderate	0	32
Intellectual disability - Mild	1	4
Cerebral palsy	3	0
Acquired Brain Injury	0	0
Autism Spectrum Disorder	0	0
Genetic conditions	0	0
Intellectual disability - Border		
Intellectual disability - Profou		
Intellectual disability - Severe		
Not Available		
Other (Specify)		
Overall		

RPs by Gender

Submission Type	Gender	Under 18 years	18 years and over	Total
Interim				
	Male	1	1	2
	Female	3	5	8
	Other	0	0	0
Interim Total		4	6	10
Planned				
	Male	0	8	8
	Female	0	22	22
	Other	0	0	0
Planned Total		0	30	30
Overall				
	Male	1	9	10
	Female	3	27	30
	Other	0	0	0
Overall Total		4	36	40

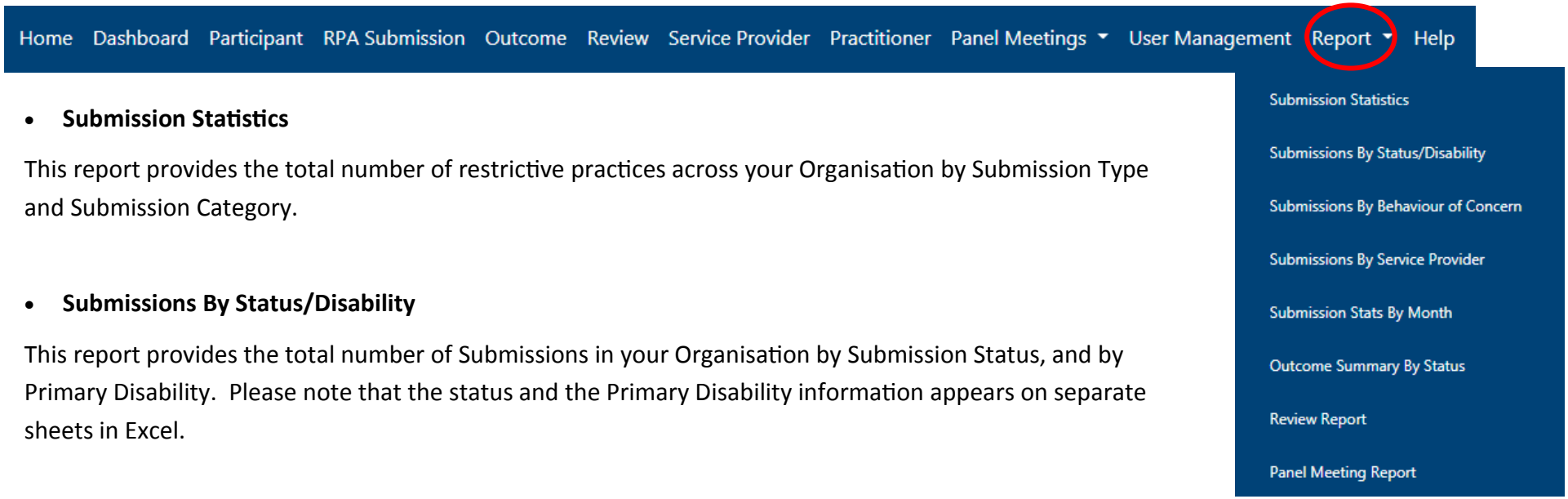
Comparision of total number of panel meetings vs DCJ IS assignment by month

Month	Total No. of panel meetings proposed/held	No. of panel meetings DCJ IS is requested on	No. of panel meetings DCJ IS have attended	No. of panel meetings DCJ IS is yet to be assigned
Nov-20	4	4	0	0
Oct-20	35	19	16	0
Sep-20	0	0	0	0
Aug-20	0	0	0	0
Jul-20	0	0	0	0
Jun-20	0	0	0	0
May-20	0	0	0	0
Apr-20	0	0	0	0
Mar-20	3	0	0	0
Feb-20	2	1	1	0
Jan-20	0	0	0	0
Dec-19	0	0	0	0
Nov-19	0	0	0	0

5. Reports

There are a range of pre-defined reports available in the RPA System.

Click on the Report tab on the Menu Bar. This will open a drop down menu with the choices of report.



- **Submission Statistics**

This report provides the total number of restrictive practices across your Organisation by Submission Type and Submission Category.

- **Submissions By Status/Disability**

This report provides the total number of Submissions in your Organisation by Submission Status, and by Primary Disability. Please note that the status and the Primary Disability information appears on separate sheets in Excel.

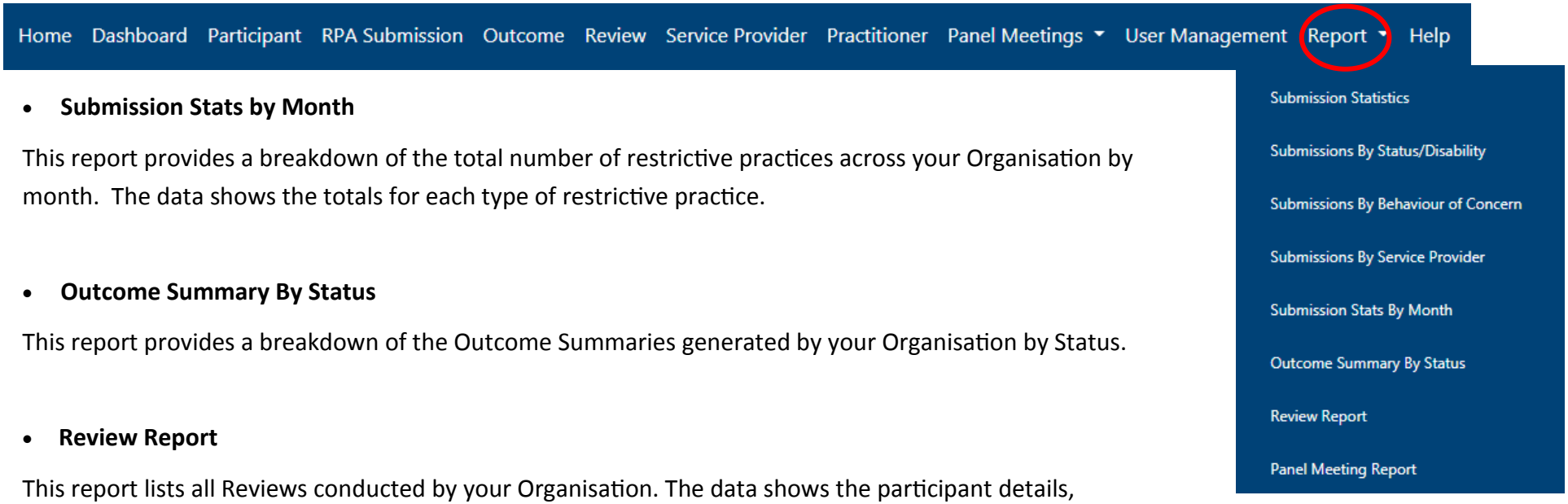
- **Submissions by Behaviour of Concern (BoC)**

This report lists all Behaviours of Concern identified via Submissions for your Organisation, and provides the total number of Submissions and Proposed Restrictive Practices per BoC.

- **Submissions by Service Provider**

This report provides the total number of Participants, Submissions, and Proposed Restrictive Practices for your Organsiation, with a further breakdown into Branches if applicable.

5. Reports (continued)



- **Submission Stats by Month**

This report provides a breakdown of the total number of restrictive practices across your Organisation by month. The data shows the totals for each type of restrictive practice.

- **Outcome Summary By Status**

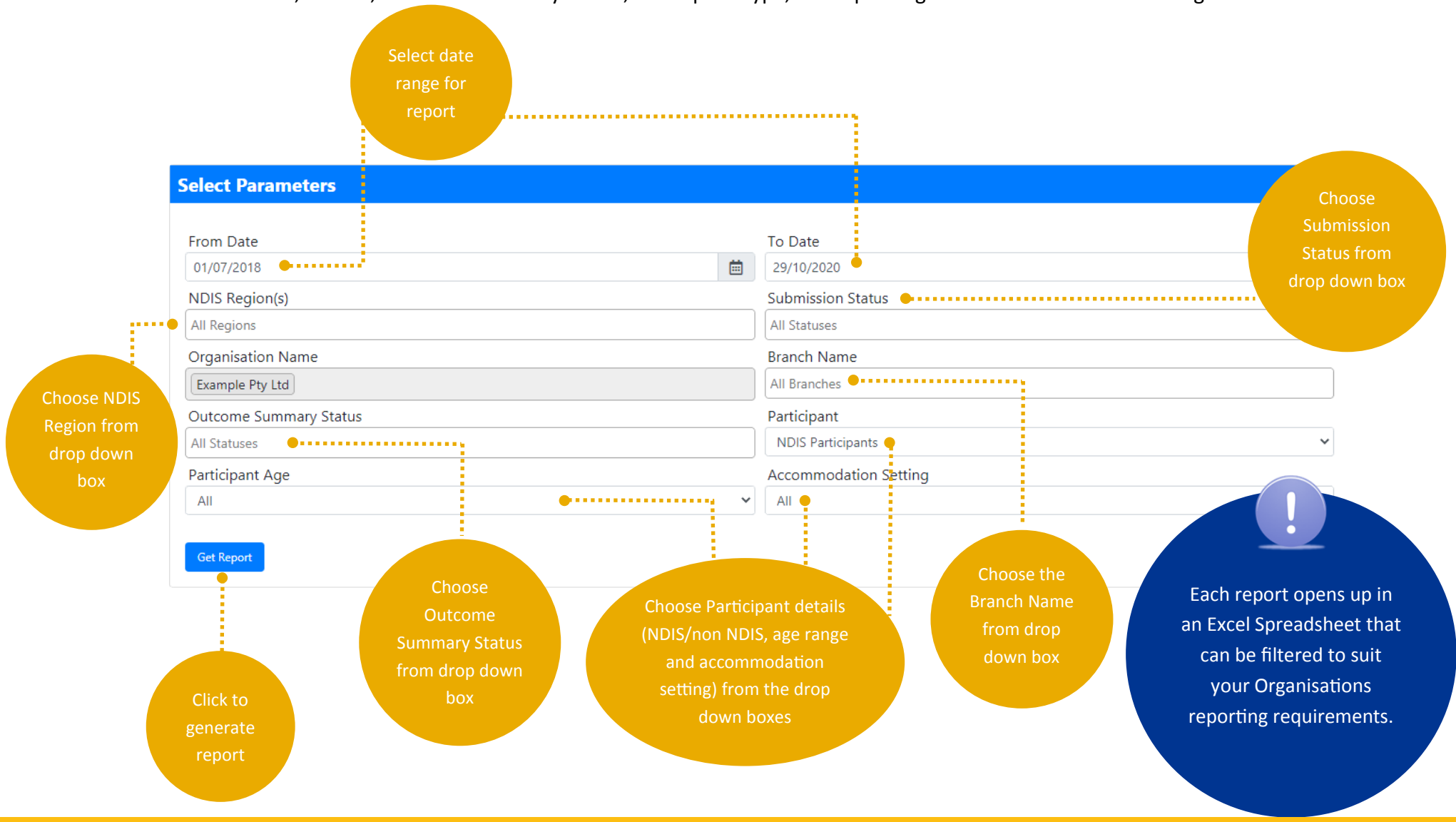
This report provides a breakdown of the Outcome Summaries generated by your Organisation by Status.

- **Review Report**

This report lists all Reviews conducted by your Organisation. The data shows the participant details, submission and outcome summary details and includes the data entered in the review fields. This report is useful if you want to identify how many restrictive practices have been withdrawn, and the withdrawal reason.

- **Panel Meeting Report**

This report provides details of all RPA Panel meetings convened by your Organsiation.

5.1 Selecting Report Parameters

Once you have selected the type of report, the RPA System opens up a filter page so you can filter by date range, Region, Submission Status, Branch, Outcome Summary Status, Participant Type, Participant Age and Accommodation Setting.